

# **10 FAM 350 POST'S ADMINISTRATIVE PROCEDURES**

*(TL:PEC-01; 10-01-1999)*

## **10 FAM 351 LETTER OF INVITATION**

*(TL:PEC-01; 10-01-1999)*

No commitment should be made to a nominee until the Department approves the nomination. When approval is received at the post, a letter of invitation from the Ambassador should be sent. If the invitation is accepted, the grantee should be referred to the "sponsoring" officer at the post who will work with the responsible Department officer in assisting with arrangements for the visit.

## **10 FAM 352 BIOGRAPHIC AND PROGRAM DATA SHEET - PART II**

*(TL:PEC-01; 10-01-1999)*

If the invitation is accepted, the post should acquire a proposed travel date, and complete and submit immediately Part II of the Biographic and Program Data Sheet. If the proposed ETA is acceptable, the post will be advised. If not, alternate arrival dates will be suggested or the nominee can be put on a wait list for the desired date.

## **10 FAM 353 FISCAL AND TRANSPORTATION PROCEDURES FOR GRANTEES**

### **10 FAM 353.1 International Transportation**

#### **10 FAM 353.1-1 Issuance of GTR**

*(TL:PEC-01; 10-01-1999)*

The post issues a Government Transportation Request (GTR), in strict accordance with the routing specified in the grant authorization.

## **10 FAM 353.1-2 Procurement of Tickets**

*(TL:PEC-01; 10-01-1999)*

The post procures a round trip international ticket with the GTR, including a confirmed reservation to the city in the United States where the program begins. The return passage may be reserved or left "open" if the grantee prefers, although the post should encourage the grantee to reserve and ticket the return flight before leaving home in order to make any necessary additional payments and to confront early any restrictions imposed by the "Fly America Act."

## **10 FAM 353.1-3 Direct Routing**

*(TL:PEC-01; 10-01-1999)*

a. A grant will authorize international transportation by the most direct route from a grantee's home to Washington and return, unless special circumstances warrant other arrangements and are so specified in the grant authorization. If a grantee wishes to make a stopover or side trip en route to or from the United States, he or she will be required to bear any additional costs. The provisions of the "Fly America Act" should be discussed fully with the grantee, including an explanation of the funding implications of the Act or indirect routing.

b. The post disburses the international travel allowance just prior to the grantee's departure. If the allowance is given by check, obtained in advance from the appropriate regional finance center, the post should assist the grantee in cashing the check, so that the grantee has U.S. currency for expenses en route and immediately upon arrival in the United States.

## **10 FAM 354 FISCAL AND TRANSPORTATION PROCEDURES FOR FUNDED VOLUNTARY VISITORS**

*(TL:PEC-01; 10-01-1999)*

International Transportation is not available to Voluntary Visitors. Funding, when provided, is determined on a case-by-case basis.

## **10 FAM 355 TRAVEL DOCUMENTATION**

*(TL:PEC-01; 10-01-1999)*

a. The post must ensure that the participant's passport is valid for travel to the United States and for a period of six (6) months beyond the beginning date of the program.

b. Form IAP-66.

c. A grantee must obtain from a U.S. Consular Officer a "J-1" Exchange Visitor Visa (section 101(a)(15)(J) of the Immigration and Nationality Act, as amended) valid for multiple entries if possible. To obtain the visa, the grantee, with post assistance if circumstances warrant, submits the following documents for inspection or retention, as appropriate:

(1) A completed Form DS-257, Application for Non Immigrant Visa and Alien Registration;

(2) A valid passport;

(3) A passport type photograph, signed on the back; and

(4) The original Form IAP-66.

d. The international airline will provide participants with a copy of Form I-94, Immigration and Naturalization Service Arrival Departure Record (landing card), which the visitor completes. The post should advise the visitor that an INS official at the U.S. port of entry will determine and enter the authorized length of stay on Form I-94, attached to the participant's passport. The visitor should verify that the length is adequate and mention any prolongation of stay intended.

## **10 FAM 356 MEDICAL REQUIREMENTS**

*(TL:PEC-01; 10-01-1999)*

Although no medical examination is required, an international visitor should be in sound physical and mental health, emotionally stable, and capable of undergoing a strenuous travel program in the United States.

## **10 FAM 357 EXIT FORMALITIES FROM HOMELAND**

*(TL:PEC-01; 10-01-1999)*

Posts should ascertain that visitors have met all the exit requirements of their governments.

## **10 FAM 358 THROUGH 359 UNASSIGNED**